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OFFICE OF STATE BUDGET

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(803) 734-2280

LES BOLES  
DIRECTOR

May 1, 2006

Dear Agency Director:

The guidelines for writing the 2005-2006 Accountability Report are being sent to you and your Chief Financial Officer electronically. The guidelines will also be made available on our website at <http://www.budget.sc.gov/OSB-forms.phtm> for any other individuals in your agency who may want access to the guidelines.

This is the first year that Higher Education institutions are required to submit an Accountability Report. Separate guidelines have been prepared for colleges and universities after consultation with college and university staff as well as the staff from the Commission on Higher Education. The higher education guidelines are clearly identified on the Office of State Budget website.

As in previous years, the Accountability Report is intended as a concise, straightforward report on performance for review by the Governor and the General Assembly. The guidelines are anchored to the Malcolm Baldrige Award Criteria, ensuring some continuity in philosophy from year to year. Agencies are encouraged to continually review their performance measures and seek improvement. As you are reporting on the results of your measures, please remember that trends over time and across agencies are very important to the users of the report.

As always, it is not expected that detailed information be reported but rather should be retained at the agency level should more detail be desired by the Governor or General Assembly. Please think of the report as a "big picture" look at your agency, and please present it in such a way that makes it easy for any reader to get an overall understanding of how your agency performed for the year.

In order to meet the statutory deadline and prepare the reports for Internet availability, it is important that your Accountability Report be submitted to the Office of State Budget no later than Friday, September 15, 2006.

If you have any questions, please contact your budget analyst at 734-2280.

Sincerely,

Les Boles

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